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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 24 August 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report # 34

JOB NO. _____ BOX NO. _____ FILE NO. _____ STAT _____
 IN CLASS/DECLASS/CLASS CHANGED TO: TS S (C) RET. JUST. 22
 I. SIGNIFICANT ITEMS - NEXT REV DATE 09 REV DATE 13 Dec 79 REVIEWER _____ TYPE DOC. 02
 NO. PGS 7 CREATION DATE _____ ORG COMP // OPI // ORG CLASS S
 II. OTHER ITEMS REV CLASS C REV COORD. _____ AUTH: HR 70-3

A. [] Weekly report of the utilization of [] for the period 17 August through 23 August 1955 is attached.

C. DDS/TLO MEETING. [] discussed the processing of Training Requests, and the administrative handling of external trainees at the DDS/TLO Meeting on Tuesday, 23 August.

D. [] RETURNEES. The three students in the [] have returned to Headquarters and are being debriefed regarding administrative and cover matters following the completion of their training.

E. [] TRAVEL. A plan is being drafted for consideration of the Chief, Finance Division proposing a revision in the method of reimbursing for official travel to and from []. The new plan will provide for cash reimbursement by BFO/TR from a revolving fund. At present, travelers are required to submit individual vouchers. The claims are paid by check from the Finance Office. The new procedure will greatly reduce the work load associated with the processing of travel vouchers and expedite the reimbursement to the individual.

F. REVIEW OF ALL "IN-PROCESS" PERSONNEL. Personnel Section has prepared and forwarded to XO/TR a complete listing by School or Staff, position and grade, of all "in-process" applicants for OTR as of 31 July 1955. The report will be used to determine which cases will be allowed to continue in process under the new personnel ceiling.

G. CONTRACT CLEARANCE. The Security Office has advised the Personnel Section of full clearance on the Film Branch contract employee []. A draft contract has been forwarded to the Office of Personnel for approval.

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H. USE OF CONSULTANTS. Personnel Section/TR has prepared a report for the Office of Personnel on the utilization and projected use of OTR consultants for FY-1956. Information received from the Director of Personnel indicates that OTR has one of the best Agency records in terms of ~~the~~ utilization of our consultants.

I. VISIT TO [] is visiting [] on 24 August 1955 for the purpose of discussing [] personnel matters.

J. REASSIGNMENT OF [] On 23 August FE Division officially accepted [] as Administrative Officer for [] They are initiating a Personnel Action to effect this action.

Attachment:

[]

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